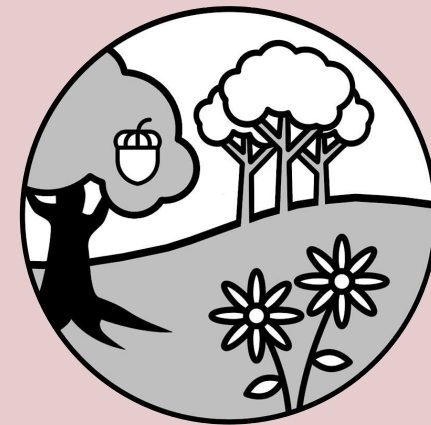


Notes

Thank you for helping to keep
Wood Field Primary School safe.

Safeguarding and Visitor Information



**WOOD FIELD
PRIMARY SCHOOL**

Member of the Greenshaw Learning Trust



WOOD FIELD

Designated Safeguarding Leads



Mrs Pratt
Head Teacher



Miss Ryan
Deputy Head



Miss Burrell
Assistant Head



Miss McManus
Leader of Learning and Assessment/
Phase Leader



Miss Johnston
UKS2 Manager



Miss Newman
Family Support Worker



Miss Allen
SENDCo—WF



Miss Tribe
Assistant SENCo WF



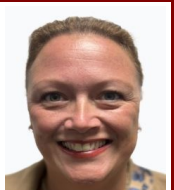
Mr Short
Behaviour Lead—WF



Mrs Bird
Office Supervisor WF



Miss Worthy
Oak Field Head of Base



Mrs Walters
Oak Field Deputy Head of Base



Miss Harwood
Oak Field Curriculum Lead OF



Mrs Connolly
SENDCo—OF



STAYING SAFE

Floorplans and Class Information

Top Floor



Reception classes

Hedgehogs
Squirrels

Year 3 classes

3MH
3C

Year 6 classes

6JB
6M
5S
6Z

Year 1 classes

1T
1P

Year 4 classes

4LD
4R

Year 2 classes

2N
2OH

Year 5 classes

5A
5B
5V

OF SEN Classes

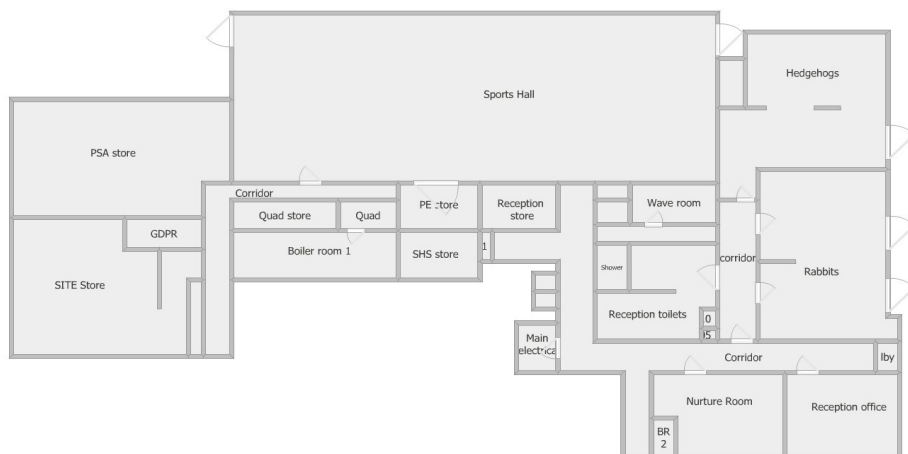
Stingray
Orca
Penguins



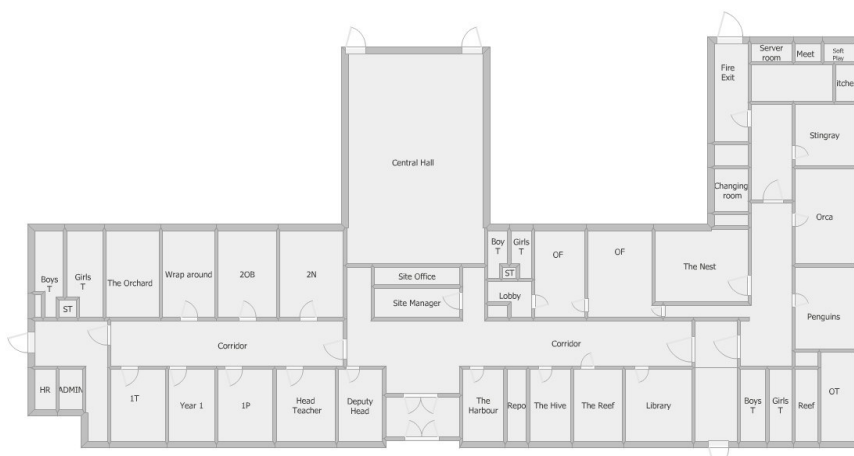
STAYING SAFE

Floorplans and Class Information

Lower Ground Floor



Ground Floor



STAYING SAFE

Visitor Information

Wood Field Primary School and the Greenshaw Learning Trust, are fully committed to the highest standards of child protection and safeguarding.

Adults visiting our site play an important part in the life of the school. You can play your part in keeping pupils safe by reading the Safeguarding Policy, Keeping Children Safe in Education Part 1 guidance and Prevent Guidance which can all be found on the Safeguarding noticeboard in the staffroom.

Safeguarding is everyone's responsibility

Security

All visitors and contractors visiting Wood Field Primary School must report to the Main Office.

As a visitor, you will be required to sign in using our school's digital Sign-In system. You will then be issued with a visitor badge, which must be worn on the appropriate coloured lanyard at all times. The badge must be clearly displayed so that all staff and pupils can easily identify you as a visitor.

Dependent on circumstances, if you are working with pupils you will also be asked to produce DBS clearance information and other forms of identification.

If you are a regular visitor to the school, you will need to sign in on each separate occasion.



STAYING SAFE

Fire and Lockdown Information

Fire Alarm & Evacuation

The fire alarm is a **loud continuous bell**. You must leave the school building by the nearest exit. A map inside the door of each room will identify the nearest exit for you.

The assembly point is on the main playground by the Trim Trail. Please ensure that you are recorded as present and evacuated by the Office staff.

Do not take any personal risks. You must not re-enter the building until told that it is safe to do so.

Lockdown

The lockdown alarm is an **air horn sound**. If you are outside, return to the main building via the nearest door, locking it behind the last person. If you are inside, remain in the classroom, locking all outside doors.

Staff and students in toilets or corridors, should move to the nearest classroom (unless a disturbance is heard).

Do not lock out any staff or pupils you can see in the area coming towards you - remain by the door to lock it once everyone is in.

Close all the windows and blinds, leaving the door blind/covering until last. Turn off the projector/interactive whiteboard, classroom lights or practical equipment.

Seat the students away from the windows and doors in a 'safe corner' and under the tables.

Lock and/or block the door with a desk.



STAYING SAFE

Additional Information

Health & safety

Contractors must ensure that they are fully conversant with the safety rules and regulations to be observed by contractors working on site. These can be obtained from Pete Bird (Site Manager).

As a visitor to our school it is essential that you follow any health and safety guidelines that may apply. By doing so, you will assist us in meeting the requirements of the Health and Safety at Work Act 1974.

If you identify a health and safety concern, please report to the Health and Safety Lead, Katie Moores, or a member of the Site Team.

First Aid

If you need first aid or feel unwell please go to the Main Office or telephone them on 003, 004, 005, from any internal phone or 0208 629 1400 from an external line.

Smoking

Wood Field Primary School operates a no smoking policy. Please do not smoke anywhere on the school site including the car park.

Mobile phones

We ask that visitors refrain from using their mobile phones whilst in public areas or classrooms. If you need to make a call please ask to use an office space.